

BASIC PRINCIPLES **Relationship Building and Partnering**

PLEASE “DO”...	PLEASE AVOID...
<i>...show interest in recruiting and building the “best and brightest” students on campus.</i>	<i>...DO NOT...make job commitments. Job applications need to go through the regular process for fair and open competition.</i>
<i>...work together with the college/university in joint projects.</i>	<i>...accepting a related fee or reimbursement for travel if doing so is in conflict with standard ethical guidance, ...accepting gifts or donations, ...soliciting or accepting funding.</i>
<i>...build partnerships for joint projects.</i>	<i>...beginning any partnership discussion before consulting with Grants and Agreements advisors.</i>
<i>...encourage campus seminars intended to increase interest and awareness levels on natural resources issues.</i>	<i>...influencing content on particularly controversial Agency positions.</i>

Spontaneous Contact with Applicants and Unsolicited Applications

PLEASE “DO”...	PLEASE AVOID...
<i>...enthusiastically encourage potential applicants to be interested in Agency careers.</i>	<i>...accepting an actual resume or application package that would trigger the need for Agency response, unless you’re going to make sure a response is provided.</i>
<i>...talk about our Family Friendly workplace and flexible work schedules.</i>	<i>...personal/family matters.</i>
<i>...share the wide range of job locations in NASA.</i>	
<i>...show interest in non-traditional students who have returned to school and are interested in working with us.</i>	<i>...asking about their current retirement plans.</i>